

Message Text

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TO AMEMBASSY CARACAS

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SUBJ: ADMINISTRATIVE ARRANGEMENTS AND SUPPORT FOR PROPOSED
3RD UN CONFERENCE ON LAW OF THE SEA, CARACAS, JUNE 20 -
AUGUST 29, 1974.

1. DEPARTMENT EXPECTS THAT UNGA WILL SHORTLY APPROVE BOTH
SITE AND MEETING DATES OF SUBJECT CONFERENCE. THIS TELE-
GRAM IS TO ADVISE THE EMBASSY AS TO THE REQUIREMENTS FOR
THE US DELEGATION, AND TO SOLICIT THE EMBASSY'S ASSISTANCE,
ADVICE AND SUGGESTIONS FOR IMPLEMENTING THESE REQUIRE-
MENTS.

2. DELEGATION SIZE. THE COMPOSITION OF THE USDEL WILL
NOT BE DECIDED UNTIL SPRING 1974. USDEL TO THE PREVIOUS
CONFERENCE IN GENEVA LAST SUMMER NUMBERED ABOUT 70, AND
IT WOULD BE PRUDENT TO ASSUME THAT THE 1974 DELEGATION WILL
NOT BE ANY SMALLER. FOR PLANNING PURPOSES, IT MIGHT BE
WELL TO ASSUME A DELEGATION SIZE OF 75.

3. CONFERENCE FACILITIES. DEPARTMENT WOULD APPRECIATE AS
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DETAILED INFORMATION AS POSSIBLE ON GOV PLANS FOR THE CON-

ERENCE, INCLUDING NATURE ,SIZE AND LOCATION OF BOTH CON-
ERENCE SITE AND CONFERENCE SUPPORT ARRANGEMENTS, AS WELL
AS NUMBER OF SEATS AVAILABLE TO EACH DELEGATION IN CON-
ERENCE ROOMS.

4. OFFICE SPACE. DELEGATION WILL REQUIRE ABOUT 30 OR
MORE OFFICES, DEPENDING UPON SIZE, PLUS SOME LARGE CON-

ERENCE ROOMS. IF POSSIBLE, OFFICES SHOULD BE SUITABLE
FOR STORAGE OF CLASSIFIED MATERIAL THROUGH TOP SECRET.
WHAT OFFICE SPACE WOULD BE AVAILABLE EITHER IN EMBASSY OR
BY LEASE. IF THE LATTER, WHAT WOULD BE THE PROBABLE
COST?

5. HOUSING. DEPARTMENT HAS LEARNED INFORMALLY THAT
OTHER COUNTRIES ARE ALREADY BOOKING HOTEL SPACE FOR THEIR
DELEGATIONS, AND IT MIGHT BE WISE FOR THE EMBASSY TO BOOK
A BLOCK OF ROOMS AT A SUITABLE HOTEL, INCLUDING A SUITE
FOR THE CHAIRMAN. IN VIEW OF THE LENGTH OF THE CONFERENCE

IT IS PROBABLE THAT SEVERAL DELEGATION MEMBERS MAY WISH
TO BRING FAMILIES, AND THE EMBASSY'S ADVICE AS TO THE
AVAILABILITY OF APARTMENTS OR HOUSES FOR SHORT TERM
LEASE WOULD BE HELPFUL.

6. TRANSPORTATION. IT IS EXPECTED THAT FIVE CARS OR

MINI BUSES MAY BE NEEDED FOR THE DELEGATION'S USE, PREFER-
ABLY WITH ENGLISH SPEAKING DRIVERS. WHAT ARE LEASING
FACILITIES AND COST?

7. SECRETARIAL ASSISTANCE. WE WILL PROBABLY NEED TO
PROVIDE 8 OR 10 CLEARED AND QUALIFIED AMERICAN SECRETAR-
IES FOR EXCLUSIVE USE OF THE DELEGATION. WHAT IS EMBASSY'S
ESTIMATE AS TO SECRETARIAL SUPPORT WHICH IT CAN PROVIDE?
WHAT US NATIONALS WOULD BE AVAILABLE FOR LOCAL HIRE,
ASSUMING, OF COURSE, THAT THEY ARE QUALIFIED AND COULD BE
CLEARED IN SUFFICIENT TIME?

8. COMMUNICATIONS. WHAT WOULD BE REQUIRED IN WAY OF
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COMMUNICATORS? WOULD SECURE PHONE COMMUNICATIONS BE
AVAILABLE?

9. SECURITY. WOULD APPRECIATE EMBASSY'S ASSESSMENT
ON NEED FOR ADDITIONAL MARINE GUARDS, IF ANY, TAKING INTO
CONSIDERATION OFFICE SPACE AS GIVEN IN PARA 4 ABOVE.

10. FURNITURE AND EQUIPMENT. WHAT WOULD EMBASSY BE ABLE TO FURNISH IN THIS CATEGORY? WE WOULD REQUIRE DESKS, CHAIRS, TABLES, ETC. FOR THE OFFICES; TYPEWRITERS ETC; A HIGH SPEED XEROX OR SIMILAR DUPLICATOR, PREFERABLY WITH COLLATOR; SAFES AND BAR LOCK CABINETS.

11. DEPARTMENT REALIZES THAT THE FOREGOING IS A LARGE ORDER, AND THAT ALL OF THE INFORMATION WE HAVE REQUESTED WILL NOT BE AVAILABLE AT THE PRESENT TIME. WE WOULD APPRECIATE AS MUCH INFORMATION AS EMBASSY CAN PROVIDE AT THIS TIME, WITH ADDITIONAL INFORMATION TO COME WHEN IT IS AVAILABLE. THIS WILL ENABLE US TO COMMENCE PLANNING AT AN EARLY DATE. RUSH

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